



**Libby Area Technical Assistance Group, Inc.
P.O. Box 53, Libby, MT 59923
January 6, 2004 Meeting Agenda**

- I. Call to Order (7 PM)
- II. Introductions
- III. Review and Approval of December 9, 2003 minutes
- IV. Next Board Meeting February 10, 7:00 PM (Flathead Valley Community College, Room 221)
- V. Old Business
 - A. Budget Status
 - T/A Effort – (Jerry Hersman)
 - B. Tiger Team Updates
 - Education – (Sandy Wagner)
 - Survey – (Mary Tevebaugh)
 - Home Owner Issues – (Rick Flescher & Red Morton)
 - Document Review – (Clinton, Red, Jerry)
 - C. Policy & Procedure Revision – (Barb Guthneck)
 - Code of Conduct
 - Attendance
 - D. Advocacy
 - Liability/Risk Review - (Sandy Wagner)
 - E. Action Item Status/Update
- VI. New Business
 - A. Mt. Dept of Environmental Quality Update – (Craig French)
 - B. EPA Update – (Jim Christiansen)
 - C. Technical Advisor's Update – (Gordon Sullivan)
- VII. Review and agreement on Action Items generated from this meeting
- VIII. Adjourn

Libby Area Technical Assistance Group, Inc.
P.O. Box 53, Libby, MT 59923
December 9, 2003 Meeting Notes

I & II. The attendees were welcomed and introduced themselves. In attendance: (Jon, Rita & Rick asked to be excused from meeting)

Bob Beagle	Jerry Hersman	George Keck
Clinton Maynard	Red Morton	Mary Tevebaugh
Sandy Wagner	Barb Guthneck	Gordon Sullivan
Cathie Sullivan	Mike Crill	Scott Supernaugh
Jim Christiansen	Wendy Thomi	Peggy Churchill

III. Review and Approval of November 11, 2003 minutes with the following corrections: Mike Crill asked that the notes be changed from his asking for a law suit to asking for an investigation. Wendy Thomi asked for name corrections for John Podalinski and Dr. Weis. Bob moved that they be accepted with changes and the Board approved unanimously.

IV. George announced that the next Board Meeting will be January 6, 7:00 PM County Annex Basement and possibly the college in the future. He asked the attendees to note that this is the first Tuesday in January to precede the CAG meeting Jan 8)

V. Old Business

A. Budget Status – Barb presented three charts and a cash flow spreadsheet of LATAG's expenditures. The first chart showed that our in-kind match continues to exceed the 20% requirement which is where it should be. The second chart showed that the Administrative expenditures remain well under the 20% requirement of the grant again as required. The third chart showed both the projected TAG grant dollars if they were straight lined for the full three years of the grant and the actual expenditures which have exceeded the projected dollars to date.

Discussion ensued about if the expenditures continued at the rate they were currently being spent, we would spend our grant by June 04 and possibly not have dollars in the future. Gordon explained that he and Jerry had already discussed this and had agreed that he, Gordon would slow his expenditures down. Gordon suggested that we not respond to everything

EPA puts out to help cut costs. Jerry said that he and Gordon had discussed for Gordon not to exceed \$750 a month for 15 hours work unless specifically approved by the Board, Jerry or the Executive Board. Jerry said that he or the Executive Board would make these decisions. Jerry said that the Board had already approved going for additional money but we were going to try to slow down the expenditures to stretch out when we will need that money.

The cash flow chart showed actual expenditures by Technical and Administrative and the actual income by date. (see attached for charts)

Jerry got clarification from Jim that if an EPA document received comments after the 30 day period that the comments would still be considered. Jim agreed. Jerry said there will be times, including possibly this month, when Gordon is asked to exceed the 15 hours work. Jerry advised the Board that three Work Plan related documents had arrived over the past month and Gordon had begun looking at them. Jim said that since we were still in the emergency response phase, the 30 day response time was not to be considered a closed door but to spur the community to respond so that changes, if needed, could be implemented, sooner rather than later.

Jim said the Plan was currently being done as written and they were not waiting for comments as is allowed during the emergency clean up phase.

Jim said the Ambient Air information would be coming very soon. The Risk Assessment would be in approximately one week. He added that the Remedial Action Work Plan would also be available soon.

George established a new Tiger Team for document review purposes with Clinton acknowledging to be a team member. Red and Jerry also volunteered to be on this new Tiger Team that will review documents as they come in. The Document Review Tiger Team will in turn decide those documents necessitating contracted Technical Advisory review with board review/approval of proposed T/A, task, and funding expenditure.

Wendy said that she thought that's why you hired Gordon at \$50 an hour to do the reviews. George responded that we were trying to be prudent with grant funding expenditure. He pointed out that Tiger Team volunteers review documents in essence for free charging against "in-kind" effort. Jerry said he would like to see Gordon spend 3 to 4 hours on the supporting

work plan documents and Gordon said he didn't know what he could do in 3 to 4 hours as he already had 6 hours into his review. Jerry said that it only took him 3 to 4 hours to read and thought Gordon could do a preliminary look in the same amount of time.

Wendy handed George a memo that responded to some calls she and Diana Hammer had received from LATAG Board members (attached) about locally managing the service contracts.

Clinton said he would gladly take the assignment of reviewing documents as he reads them anyway. Red echoed Clinton's feelings that he too reads them anyway.

Gordon asked who would decide upon the scientists to be utilized, if any are brought in to help. Jerry said he would want Gordon to recommend the scientist(s). Gordon said that it would be important to write a specific work scope for contracted scientists so that they stay focused on reviewing TAG related documents and not stray into medical, research, or clinical in other areas not covered by the TAG grant.

Jim reminded the Board that scientists can't collect new data but can look at existing. He said the Board should decide if they want to invest at the scientist level cost to review Risk Assessment data.

Bob questioned why we would pick apart the Risk Assessment. He felt we should accept it and move in a more positive vein assuming that the EPA has done their research correctly. Clinton challenged that the Risk Assessment has a major flaw. He said that the Libby amphibole may be 500 times more dangerous than previously thought. He asked Jim what "magnitude" meant. He asked if that meant 10 fold or what?

Jerry asked when an annual audit should be done. George responded that it needed to be done internally once a year.

B. Tiger Team Updates

Education – (Sandy Wagner) – Sandy brought 3 copies to be shared and asked Barb to bring copies for everyone to the next Board meeting (see attached). Sandy went over the educational work schedule Wendy had accomplished and still planned to get done.

Wendy gave Barb the HEPA Vac handout and asked that Barb make copies for the Board. She said the Living with Vermiculite was in final draft. Wendy explained the clean up video was ready to preview now. She announced that they will be making changes to the EPA Libby Web Site. She said that it will be up this week and will add graphics, etc. later.

Survey – (Mary Tevebaugh) – She said that their committee decided that what they had planned to do was repetitive with what was already being done. Wendy gave copies to Mary of 9 survey results. Mary asked that more info from this committee be tabled until the March survey.

Advocacy and Issues – (Rick Flescher & Red Morton) – Gordon said that Jim asked him to go to Mike Powers' property because they were having a break down in understanding the work plan. Mike was going to remodel his walls and hence wanted the greater level of effort of the clean up crew in removing walls, etc. Jim said Gordon was able to help clarify for Mike.

Jim said because of the challenge he faced at Mike's property, he now will be holding off on cleaning up any houses that the owner indicates they will be doing remodeling. Jim said he will hold off until samples can be run on homes previously cleaned to that level to check on contamination, air dust particles, etc. to make sure they have been doing it to the level they need to assure there is no recontamination. Jim explained that when Mike took two 2 x 4's apart, he found asbestos in between and feels he re-contaminated the house at that point.

C. Annual Meeting Executive Officer Election – Bob Beagle presented the slate of officers as: George for Chair, Jerry for Vice Chair and Mary for Secretary/Treasurer. Sandy made a motion that this slate of officers be accepted by acclamation. These officers were elected unanimously. Mary reminded the Board that if anyone else wanted the secretary / treasurer position, it would be OK with her. No one wanted it, they all thought she was doing a great job.

D. Policy & Procedure Conflict Resolution

Code of Conduct – It was decided that those who previously did not sign the Code of Conduct would be asked again to do so by striking through any items that they could not agree to. The LATAG

Board would then review what the individual Board Member failed to agree to and make a final decision whether that was acceptable. It was decided that in the future, prospective Board members would be asked to sign the document and make any exceptions to items prior to be considered as a member. It was also agreed that this now would only be done once, when the person applies to be a board member and not every year. Barb is to change the policy manual accordingly.

Attendance – It was agreed that we would amend the Board Policy to say “unless excused” to keep from removing valuable board members who are unable to attend 75% or more of the Board meetings. George agreed to call those Board members who were currently not meeting the 75% requirement and make sure they still wanted to be on the Board.

E. Action Item Status/Update –

This was updated to indicate the Work Plan documents had been received. George asked that in the future, Jim, Wendy and all EPA documents be sent to Barb, to be logged in and distributed. Jim and Wendy agreed. Jim and Wendy agreed to supply 5 copies of the documents to ease the copying burden on TAG. Jim asked that we let Linda know that documents had arrived and make sure copies were on file at the Libby EPA office. Barb agreed.

VI. New Business

A. Mt. Dept of Environmental Quality Update – (Craig French) Moving his office so phones might not catch up with him. He gets the same info that we do so is up on what we know.

B. EPA Update – (Jim Christiansen) – Introduced Peggy Churchill – will be helping Jim out. We will be seeing her around Libby. Everyone welcomed her.

Jim went over his meeting with Governor Martz and explained her misunderstanding about the past decision of Troy being included in the clean up. The newspapers erroneously picked up the item thinking it was a new decision that Troy was getting added to clean up. Martz wanted to emphasize that Jim was to get things cleaned up as soon as possible as she requested in her Silver Bullet. Jim said he would be completing clean up on some items to meet that criteria.

Jim discussed the new EPA documents that would be coming out soon. He said there were two documents coming out soon that were big in terms of importance. The Ambient Air data document is still being held up by Aubrey for input. He said the door doesn't slam in 30 or 60 days but we should concentrate on these two documents. He said he would try to have Aubrey come to the next couple of TAG meetings to answer questions on the Risk Assessment and Action Level Memo. Jerry asked that when EPA sends Barb EPA documents for Jim to send Barb a memo and let her know which documents are the key ones we should be concentrating on. Jim agreed.

Jim said he was still scheduling for TAG members to come to Denver to discuss Risk Assessment. He had to postpone the last meeting because of his meeting with the Governor.

Jim talked about going back and doing a representative sampling of homes that had already been cleaned up to see how they are doing at this point in time. They are starting this now and will be taking samples of data to make sure they got the clean up right. Jim said if they find significant exposure they will be re cleaning the property.

Jim said they got the HEPA vacuum information ready so will start giving out these vacuums to houses that have been cleaned up.

Jim said Sandy Methaney has agreed to take the facilitation job for O&M input from HCI and she will be coming to some TAG meetings.

C. Technical Advisor's Update – (Gordon Sullivan) –

Gordon said that he had some study sessions for Board members. There was an average of 3 attendees. Gordon asked if these training sessions should continue. Jerry said yes, that he wished they were better attended. Gordon asked for increase in hours to put on sessions. Jerry asked what rate Gordon charged. Gordon said \$50 per hour for 2 hours for presentation and no prep time required. Wendy asked how they were advertised. Gordon said they have been restricted to the Board. Wendy said she would suggest the public be included. George said they were not restricted to the Board members, but that was all that came. Gordon had concerns that the training sessions would turn into other than educational sessions with the general public. Jerry said for him to set the agenda and keep people on track. Gordon said we should mention it at CAG to build attendance. Jerry said he would suggest to

approve 2 extra hours (over his base 15 hours) for Gordon to put on a session in January. It was suggested that Gordon's training sessions be video taped for those who could not attend. It was also suggested that it be taped and put on the Libby public TV channel. Sandy said she could look into it being an adult ed class at the Community College. Gordon said he might not meet the academics to do this.

Clinton said he would like to see O&M people come to Gordon's training sessions.

Gordon said he talked to Maki about putting training sessions on in the high school and there was interest.

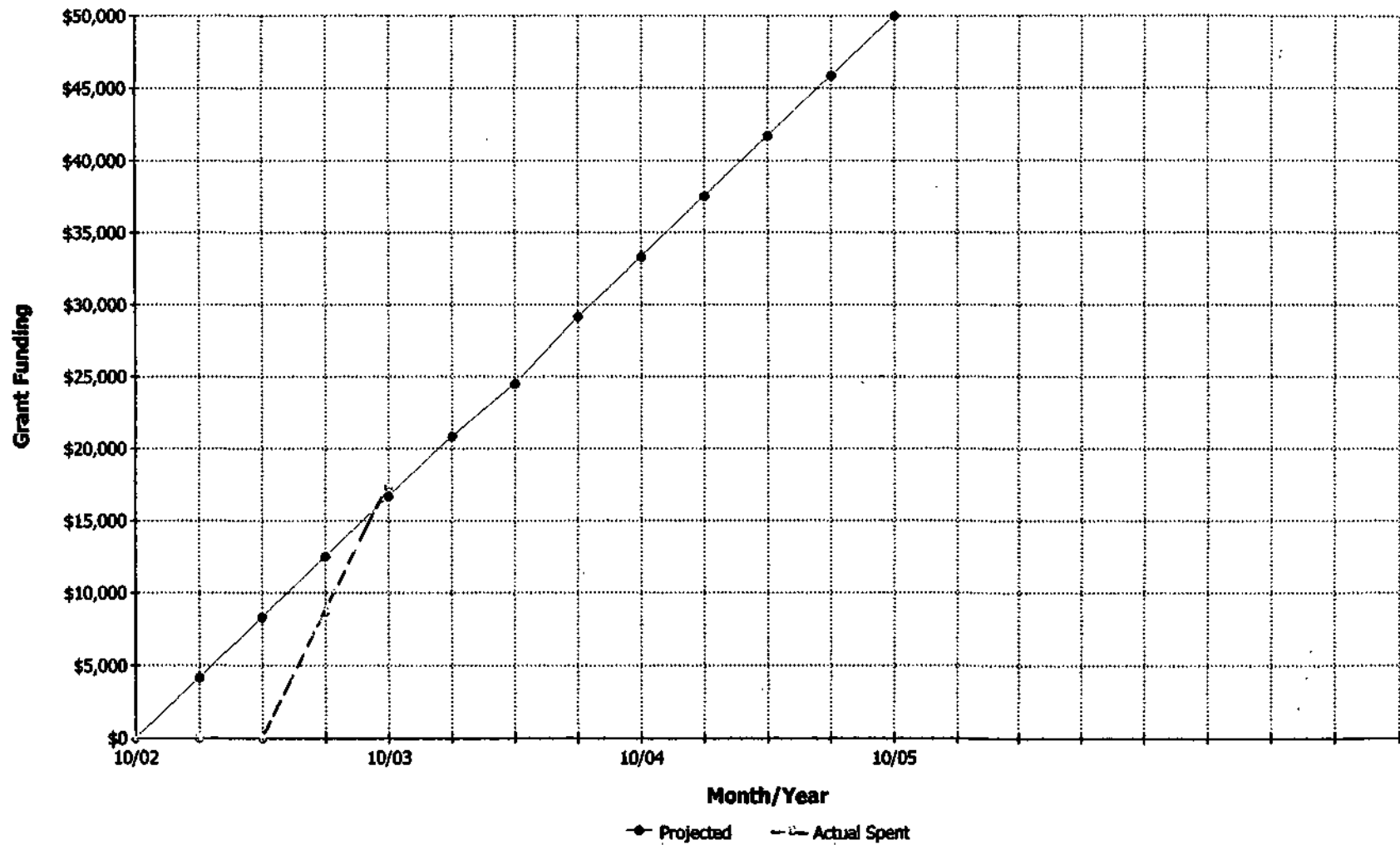
D. Review of T/A Proposed Property Owner Advocate Program – This was briefly discussed - pros and cons with the entire Board.

Wendy stated that she didn't feel the Advocate Program was part of the TAG Grant. Jim said that it wasn't advocacy and the name was misleading. He said what Gordon and the Tiger Team had been doing was Technical Advice that is well within the grant. Jim said that this approach was greatly helpful to him and that he would ask that TAG allow 3 to 4 homes a year be allowed for this service. Gordon said he didn't want to continue doing this function unless he was covered under TAG's insurance.

The Board decided to table the TA's Proposed Property Owner Advocate Program, deferring this effort to the Tiger Team currently in place for handling such advice issues. The Team has thus far been able to satisfy this need. Sandy said she would look into implied liability and risk ramifications associated with such proceedings and report to the board at the next meeting.

Meeting adjourned.

Compare Projected vs. Actual Spent TAG Grant Dollars



20% Minimum Share of Performance

% In-Kind

100%
80%
60%
40%
20%
0%

20% Maximum Administrative Performance

20% Max. Admin

40%
20%
0%

9-02

12-02

03-03

06-03

09-03

12-03

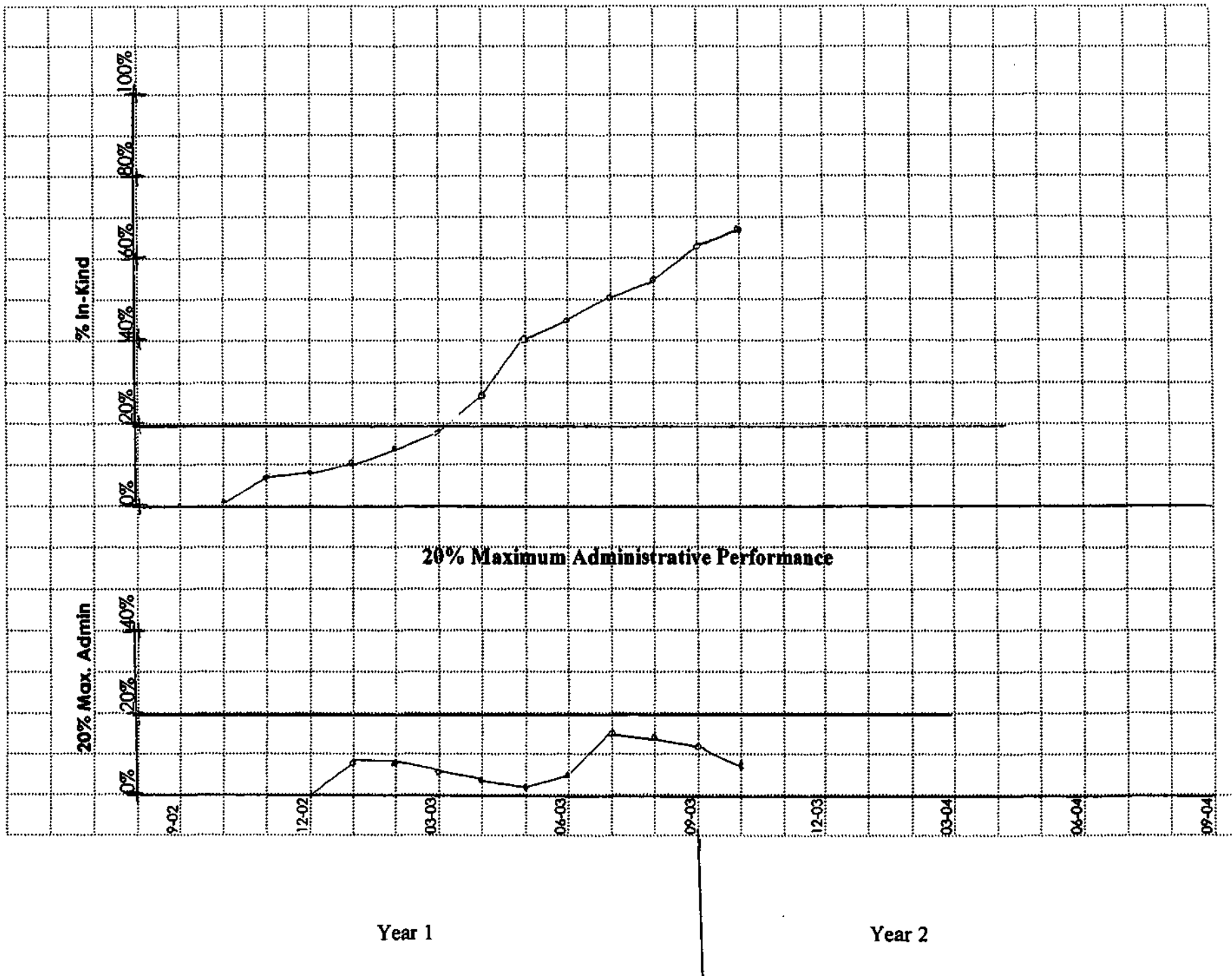
03-04

06-04

09-04

Year 1

Year 2



LATAG Cash Flow

Summary 2003 - 04	Pre&June	Jul	Aug	Sep	Oct	Nov	December	Cash Totals
Opening cash on hand		(3,318.50)	(8,222.50)	(2,418.50)	(3,116.50)	(6,165.60)	(6,317.50)	
Total income	\$502.00		\$8,223.00	\$2,419.00		\$3,117.00	\$3,049.00	\$17,310.00
Total expenditures	\$3,820.50	\$4,904.00	\$2,419.00	\$3,117.00	\$3,049.00	\$3,269.00		\$20,578.50
Net cash flow	(\$3,318.50)	(\$8,222.50)	(\$2,418.50)	(\$3,116.50)	(\$6,165.50)	(\$6,317.60)		(\$3,268.50)
Ending balance	(\$3,318.50)	(\$8,222.50)	(\$2,418.50)	(\$3,116.50)	(\$6,165.60)	(\$6,317.50)		\$0.00

Income								Cumulative Inc.
EPA Check	\$502.00	\$0.00	\$3,319.00	\$2,419.00		\$3,117.00	\$3,049.00	\$12,406.00
EPA Check			\$4,904.00					\$17,310
EPA Check								
*EPA pays in whole dollars so we have \$.50 too much)								

Expenditures

								Expenditures Tech dollars
Technical Assistant								Cumulative
TA - June \$2412.50	\$2,412.50							\$2,412.50
TA - July \$2000		\$2,000.00						\$4,412.50
TA - Aug \$2275			\$2,275.00					\$6,687.50
TA - Sep \$2925				\$2,925.00				\$9,612.50
TA - Oct - \$2725					\$2,725.00			\$12,337.50
TA - Nov \$3125						\$3,125.00		\$15,462.50
TA Travel - Nov						\$477.40		\$15,939.90
TA - Dec \$								
Administrative								Admin dollars
								Cumulative
LCI loan 501(c)3 fee \$500	\$500.00							\$500.00
Check fee - Jan 4 \$2.	\$2.00							\$502.00
Grant Admin June \$906	\$906.00							\$1,408.00
Grant Admin Jul \$1680		\$1,680.00						\$3,088.00
Grant Admin Aug \$144			\$144.00					\$3,232.00
Grant Admin Sep \$192				\$192.00				\$3,424.00
Grant Admin Oct \$324					\$324.00			\$3,748.00
Grant Admin Nov \$144						\$144.00		\$3,892.00
Grant Admin Dec \$38							\$38	\$3,930.00
D&A Insurance Jul\$1224		\$1,224.00						\$5,154.00



Libby Asbestos HEPA Vacuum Cleaner Program



EPA's objectives for cleanup actions in Libby are to:

1. Stop the ongoing release of Libby asbestos by removing or containing sources
2. Reduce health risks associated with exposure to Libby asbestos

EPA is accomplishing these objectives through a comprehensive response including:

- attic cleaning
- interior home cleaning
- outdoor soil removal
- distribution of vacuum cleaners with High Efficiency Particulate Air (HEPA) filters
- an ongoing Operations and Maintenance program in Libby

HEPA Vacuums as Part of the Overall Cleanup

EPA intends to clean each property only once by designing and implementing a cleanup that will address all potential issues. However, EPA recognizes that no cleanup program can eliminate *all* exposures, levels of risk, or possibilities for recontamination. Situations presenting lower levels of risk may be dealt with later through additional investigation and potential cleanup or by taking precautions.

Even after EPA's cleanup at a property is complete and Libby asbestos sources are removed or contained, some asbestos fibers may remain that could lead to a low-level or short-duration exposure to Libby asbestos.

These remaining risks, while they cannot be accurately quantified, are generally low. The HEPA vacuums further reduce the already low risks and ensure the continued protectiveness of the EPA cleanup.

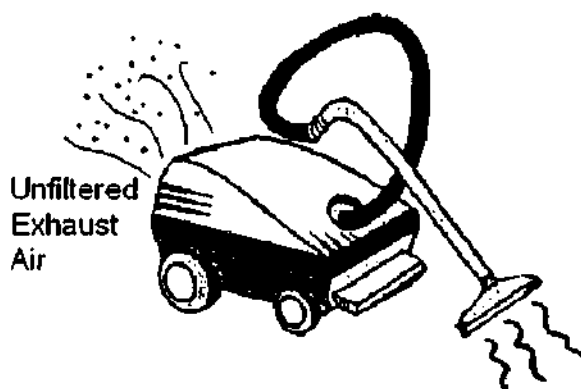
Examples of potential low-level or short-duration exposure to Libby asbestos include:

- vermiculite insulation in walls (a potential problem if the wall is slightly opened up – such as for a light fixture or electrical outlet)
- low levels of Libby asbestos remaining in dust or in textiles (couches or curtains)
- Libby asbestos present below carpets (a potential problem if carpet is removed)
- Libby asbestos sources not discovered at depth in soils (a potential problem if dug up)
- personal possessions that were not cleaned
- Libby asbestos tracked in from soils or other materials off the property

***The HEPA vacuums
are another step in an
already rigorous
cleanup program, not
a substitute for
cleanup!***

Why Use HEPA Vacuum Cleaners?

Standard vacuums *don't* filter out asbestos! The function of any vacuum is to remove dust and dirt from floors, furniture, or drapes. Vacuums draw in the dust and dirt and store it in either a bag or canister. The air that is taken in with the dust and dirt is pulled through the vacuum system and exhausted through the motor. Very small dust and dirt particles, such as asbestos fibers, can be drawn through the bag and canister and returned into the air.



It is important to note that the HEPA vacuums EPA is providing are NOT intended for bulk removal of vermiculite insulation from attics or walls!

HEPA vacuums *do* filter out asbestos! So, use of HEPA vacuums in the living space will provide property owners with a cost-effective, easy-to-use tool with the following benefits:

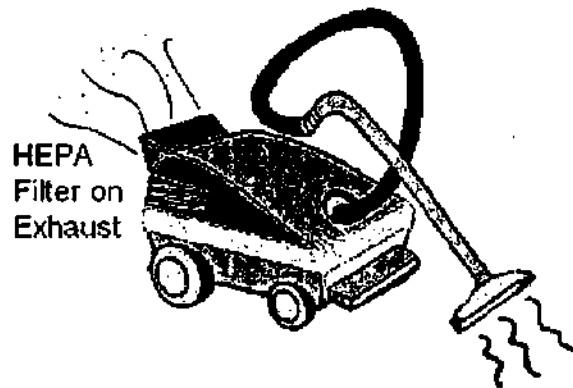
- Short-term, periodic use will remove leftover contamination in dust that escaped EPA's cleanup. It will also quickly and effectively remove fibers present at such low levels that they did not trigger a large cleanup.
- Long-term, periodic use will help prevent recontamination from outside sources or from areas EPA did not clean up. While EPA believes such occurrences will be rare, the HEPA vacuum provides a practical way to address the issue with little effort, giving property owners additional assurance over time.
- Long-term, periodic use can address ongoing releases of non-libby asbestos (generally chrysotile asbestos) from sources that EPA is not removing, such as pipe wrap, floor tiles, and ceiling tiles.
- One-time use can address situations where a small amount of libby asbestos is introduced into the living space, such as when a wall is slightly opened up or when carpet is removed.

Questions?

If you have any questions or concerns regarding the HEPA Vacuum Program, please call the EPA Information Center at 293-6194.

What is a HEPA Vacuum Cleaner?

A vacuum with a HEPA filter is used exactly the same way as a standard vacuum. Its construction is also almost identical to a standard vacuum. The only real difference between a HEPA vacuum and a standard vacuum is that a **HEPA vacuum filters the exhaust air of the motor using a HEPA filter.**



A HEPA filter is made up of hundreds of square feet of filter paper folded into a couple of square feet of space. These filters can remove 99.97% of all particles that are 0.3 microns in size or larger. The majority of Libby asbestos fibers are between 0.5 and 5 microns in size. For comparison, one inch contains about 25,000 microns.

This means HEPA vacuums, if used correctly, will successfully capture almost all of the fibers of concern in Libby.

Unlike some HEPA vacuum cleaners, the HEPA vacuum cleaners provided by EPA will have a fully-sealed containment area and filtration system. This ensures that *all* air, debris and lung-damaging particles pass through the vacuum bag and HEPA filter and do not exit out other areas of the vacuum cleaner.

In addition, the HEPA filter is located beyond the motor to ensure all air the motor draws in passes through it.

The HEPA vacuum cleaners provided by EPA will come complete with a floor attachment and hand tools.

Operation and Maintenance

The manufacturer's instructions will provide direction on how and when to change the bag and filter. **It is important to follow these instructions carefully so that the integrity and performance of the filter is maintained!**

The vacuum will be covered under the manufacturer's warranty. Instructions on how to register the vacuum for the warranty will be provided with the vacuum. All maintenance will be the responsibility of the homeowner.

Who Will Receive a HEPA Vacuum?

EPA will provide a HEPA vacuum to every resident and commercial property in Libby where there is a potential for indoor dust contamination. This includes properties where vermiculite was found anywhere inside or outside in yards, gardens, flowerbeds, or driveways. The first people to receive a HEPA vacuum will be those whose properties EPA has cleaned up.

For properties that have not yet been cleaned up or that don't meet the criteria for cleanup, EPA will provide a HEPA vacuum only after dust samples are collected. This ensures that use of the vacuum will not affect the sample results and the resulting decision as to whether or not a cleanup should be done.

Even if a property does not meet the criteria for an EPA cleanup, there still

may be low levels of asbestos in the dust. Using a HEPA vacuum will minimize that problem.

The details of HEPA vacuum cleaner program may be adjusted in the future, as more information becomes available. EPA intends to conduct post-cleanup sampling to evaluate how cleanup and HEPA vacuums performed. A Superfund risk assessment may give EPA more information on the risk of asbestos in dust.

The HEPA vacuum cleaner program is voluntary, and property owners also have the option of purchasing their own HEPA vacuum now or in the future (including property owners that don't meet the general criteria for eligibility).

Status of the HEPA Vacuum Program

- EPA is currently determining eligibility and ordering the HEPA vacuums. This will take time and will be spread out over several years.
- EPA will contact eligible property owners about the units, either after cleanup or after sampling.
- Residents do not have to initiate the process.
- HEPA vacuums will be handed out at the EPA Information Center or provided after a cleanup is complete.
- The Information Center will have manufacturer's information on whom to contact for ordering parts, service, etc.
- A manufacturer's representative will hold an information session in Libby. This will be advertised when dates have been scheduled.

Questions?

If you have any questions or concerns regarding the HEPA Vacuum Program, please call the EPA Information Center at 293-6194.

Outreach Plan

re: EPA Activities in Libby in summer/fall 2003 and beyond

Date	Activity & Purpose	Audience and Distribution	Responsible	Comments
7/17/03	Draft Fact Sheet(no F.S. #): Living With Vermiculite	Internal	Wendy / Team	Done
7/17/03	Cleanup Video Start (target for completion 11/30/03)	Property owners who will have homes cleaned. CAG / TAG	Wendy / Team	In progress
7/21/03	Major Change to Website	Computer users	Wendy / Dave C. / Jim	In progress Delayed
7/28/03	Q&A on why we are still sampling	Newspapers	Wendy	Draft Done
8/11/03	Share draft Fact Sheet w/ Sandy and TAG	TAG	Wendy	Done
8/11/03	Q&A on local hires	Newspapers	Wendy	Done
8/12/03	TAG Meeting - consultation on Outreach/Education Coordination	TAG	Jim / Wendy	Done

DRAFT 10/2/03

8/12-14 /03	Talk with residents about active interviews and passive filming of conversations for cleanup film	film for general public	Wendy	Done
8/14/03	CAG Meeting	CAG and Libby area residents	Jim / Wendy	Done
8/25/03	Q&A - Boat Ramp	Newspapers	Wendy	Done
9/5/03	Risk Communication Training	Libby team - EPA and contractors TAG? CAG?	Wendy / Jim Alvin Chun	Done
9/8/03	Q&A	Newspapers	Wendy	No Q&A
9/9/03	TAG Meeting	Libby Residents	Jim / Wendy	Done
9/11/03	CAG Meeting	CAG	Jim / Wendy	Done
9/22-9/26	Filming for cleanup video		Wendy, ERT film crew	Done
Oct.	Improvements to relocation/information packet that goes to homeowners before cleanup (contacts, company info. resource directory, eval.,	Residents and business owners who are having property cleaned.	Wendy / Jim / CDM	IP 96%

Oct. ? Nov. ?	Technical Memo on Triggers and Clearance Levels	General Public	Wendy / Jim / CDM	IP 90%
Oct.	Review cleanup evaluation form	For post cleanup packets	Wendy/ Jim/ CDM	Done
10/17	Draft Video Script Comments back to ERT by 11/7	Internal, TAG	Wendy / Team	IP Done
10/27 - 10/29	Update Web Site	General Public	Wendy/Dave C. /Jim	IP Online week of 12/15
	Clearance letter	homeowners	Jim	
Nov.	Fact Sheet #10 HEPA Vac Program		Wendy / Jim / CDM	IP Done
Nov.	Fact Sheet #11 Cleanup Process Draft Fact Sheet to accompany video.	Libby Residents	Wendy / Jim / CDM	IP
Nov./ Dec.	Fact Sheet #12 #10 Leaving vermiculite in walls	Libby Residents	Wendy / Jim / CDM	IP
Nov./ Dec.	Letter to Business owners who need cleanup. EPA Policy and invitation to public meeting.	Libby Business owners	Wendy / Jim	IP

DRAFT 10/2/03

Jan.	Fact Sheet - Annual update Dec Nov on progress and costs #11	Libby mailing list	Wendy / Jim / CDM	

DRAFT 10/2/03

EPA Documents – Received on 12/23/04

(5 copies received of each)

1. Libby Asbestos Site Residential/Commercial Cleanup Action Level and Clearance Criteria – Technical Memorandum – Draft Final – December 15, 2003 – 18 page document with no forwarding documentation

Appendix – Screening Level Estimates of Exposure and Risk from Libby Amphibole in Air, Dust and Soil – 31 pages and

Attachment 1 – Documentation of Database Queries and data Reduction – 16 pages

Summary: This document provides specific information about “action levels” that will be used for determining which properties or situations require an emergency response cleanup. It also provides specific information regarding “clearance criteria” that will be used to determine when such a cleanup is complete. The appendix presents screening-level risk calculations that EPA has developed to help characterize the relationship between asbestos levels in site media and the resultant levels of health risk to residents.

2. Pre-Design Inspection Activities Work Plan – Final Draft - November 2003 - Additional copies to those previously received from EPA – forwarded with transmittal sheet only – 20 pages

Appendix A – Inspection Checklist (Interior and Exterior) – 14 pages

Appendix B – Sampling and Analysis Plan for Indoor Dust – 18 pages

Appendix C – AHERA Bulk Sampling Requirements – 1 page

Summary: The purpose of this work plan is to describe the procedures for conducting pre-design inspections at residential and commercial properties around Libby. The inspections are performed to collect additional information on property characteristics and building construction for removal design planning. In addition, dust and/or soil samples may be collected to further characterize the property. This workplan serves as a guidance document for performing pre-design inspections and should be referenced during inspections as needed.

3. Pre-Design Inspection Work Plan, Design Analysis Report and Response Action Work Plan – Final Draft - November 2003 - Additional copies to those previously received from EPA - 38 pages

Appendix A – Response Action Sampling and Analysis Plan for the libby Asbestos Site

Appendix B – Removal and Restoration Agreement

Summary: The purpose of this workplan is to describe the technical requirements of the Libby Project, define roles and responsibilities of all libby asbestos project resources (i.e., EPA, Volpe Center and their contractors) and to serve as a guidance document for the Libby Project as it proceeds. This workplan complements other documents prepared by EPA, Volpe and CDM Federal Programs Corporation (CDM) that detail other aspects of residential and commercial cleanup in libby. Other documents include the Pre-Design Inspection Work Plan, Design Analysis Report, EPA Action Level and Clearance Criteria Technical Memorandum, Comprehensive Site Health and Safety program for the initial Emergency Response Action, Libby, Montana, Dust Sampling and Analysis Plan and High Efficiency Particulate Air (HEPA) Vacuum Program Memorandum.

4 Final Draft Design Analysis Report – November 2003 - Additional copies to those previously received from EPA – 47 pages

Summary: The objective of this design analysis report (DAR) is to describe the design analysis used to develop designs for the Libby Asbestos project and define roles and responsibilities of all Libby Asbestos Project Resources (i.e., EPA, Volpe Cetner and their contractors). The following topics are addressed in describing the design analysis: 1) Data collected (results of property investigations); 2) Remedial design approach; 3) Remedial Design (RD) submittals; 4) Response Action (RA) approach; 5) Preliminary Response Action (RA) schedule

Libby Area Technical Assistance Group, Inc.

Administrative Policy and Procedures Manual

Section I: Board of Directors

Series B: Board Member Code of Conduct, Rights, Responsibilities

(Note: This is to be read and signed by each Board Member candidate with exceptions noted and reviewed as part of new Board Member Selection Process)

Board Members have a right to the following:

To be informed about the finances and operation of LATAG.

To be provided LATAG orientation and continuing training

To have time used constructively and not wasted.

To be provided interesting assignments.

To be given opportunities for personal growth,

To be recognized for his/her work and accomplishments.

Board Members have a responsibility to:

Participate fully in the orientation process and be willing to be a mentor to a new Board Member.

Demonstrate mutual respect and support for each other, the public, Contractors, government officials in all Board-related activities

Serve as a liaison communicating Board information to constituency and the public, bringing issues and concerns from constituency and the public to the Board.

Agree not to act independently as a representative of the LATAG Board without the full knowledge and consent of the Board.

Demonstrate a consideration for (and an interest in) the community as a whole when acting as a Board Member, and not simply as a representative of self serving interests or that of another group or constituency.

Foster open and constructive communication among Board Members in an effort to achieve the goals of the Board and to avoid unnecessary misunderstandings.

Attend at least seventy-five (75%) of Board meetings (exception excused absence) held during a calendar year and understand that commitment to this Board will involve at least five (5) hours per month.

Complete his or her term of office.

Willing to serve on at least one (1) Standing Committee.

Participate in fundraising and Grant funding requests as necessary.

Accept responsibility and accountability for the decisions made by the Board, regardless of personal opinion.

In their role as a Board Member, may not influence or attempt to influence an officer or employee of any Federal/State/Local agency, a Member of Congress/Senate, an officer or employee of Congress/Senate, or an employee of a Member of Congress/Senate in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

Neither carry on propaganda activities nor otherwise attempt to influence legislation; nor in any manner or extent participate (or intervene) in any political campaign on behalf of any candidate; nor engage in any activities that are unlawful under the laws of the United States of America, the State of Montana, or any other jurisdiction where such activities were carried on; nor engage in any transaction defined at the time as prohibited under Section 503 of the Internal Revenue Code; as a representative of (or representing) LATAG.

If a conflict of interest, due to employment, possible financial gain, or any other reason arises that could jeopardize, compromise or unduly influence other members of the Board, identify/acknowledge a conflict of interest exists abstain from discussion and exercising the right to vote on that issue.

Maintain records of volunteer hours and expenditures for backup in LATAG bookkeeping of Grant non-federal share outlays.

I have read and agree to abide by the Board Member Code of Conduct, Rights, and Responsibilities.

Board Member Name

Date Signed

LIBBY AREA TECHNICAL ASSISTANCE GROUP						
LOG OF ACTION ITEMS						
as of 10/7/03						
(Estimated&ActualCompletion Dates)						
ITEM	ORIGIN	DESCRIPTION	ACTIONEE	ECD	ACD	RESPONSE/CLOSURE
1 a	15 Jul 03 TAG Special Mtg	Policy Shift Rationale	EPA	09 Sep 03	09 Sep 03	09 Sep 03 EPA Memo to TAG
1 b	15 Jul 03 TAG Special Mtg	Public Information/education video	EPA	30 Nov 03		
2	15 Jul 03 TAG Special Mtg	Provide Health/Safety Plans	EPA	09 Sep 03	pre-9/9/03	CDM Procedures provided to TA
3	15 Jul 03 TAG Special Mtg	Vehicle cross contamination policy	EPA	09 Sep 03	09 Sep 03	09 Sep 03 EPA Memo to TAG
4	15 Jul 03 TAG Special Mtg	Monitor Placement & Past/Current Ambient Air Reports	EPA	1 Dec 03		
5	15 Jul 03 TAG Special Mtg	Interior/Exterior Air Sampling Procedure	EPA	1 Dec 03		
6	15 Jul 03 TAG Special Mtg	Carpet Removal Rationale	EPA	09 Sep 03	09 Sep 03	09 Sep 03 EPA Memo to TAG
7	15 Jul 03 TAG Special Mtg	Contractor's Health & Safety Plans	EPA	09 Sep 03	pre 9/9/03	
8	15 Jul 03 TAG Special Mtg	Post Clean Up Sampling Procedures	EPA	Fall 03		
9	15 Jul 03 TAG Special Mtg	Interior/Exterior Containment Sampling Procedures	EPA	09 Sep 03	09 Sep 03	09 Sep 03 EPA Memo to TAG
10	15 Jul 03 TAG Special Mtg	Quantify Exposure Level of Comfort	EPA	09 Sep 03		09 Sep 03 EPA Memo to TAG
11	15 Jul 03 TAG Special Mtg	Expand Upon Risk Estimates	EPA	1 Dec 03		
12	15 Jul 03 TAG Special Mtg	Cleanup/Clearance Documents	EPA	done	pre 10/7/03	Jim gave to Libby EPA f/TA
13	15 Jul 03 TAG Special Mtg	Govt/Contr Role/Responsibility Docs	EPA	done	pre 10/7/03	Interagency Agreement to TA
14	15 Jul 03 TAG Special Mtg	Living with Vermiculite Fact Sheet	EPA	09 Sep 03	draft	09 Sep 03 EPA Memo to TAG
15	15 Jul 03 TAG Special Mtg	Onsite vs. Offsite Testing Description	EPA	09 Sep 03	09 Sep 03	09 Sep 03 EPA Memo to TAG
16	15 Jul 03 TAG Special Mtg	Comfort Letter Draft (O&M Procedure)	EPA	near future		
17	15 Jul 03 TAG Special Mtg	Follow up Claim Responsibility (O&M Procedure)	EPA			09 Sep 03 EPA Memo to TAG
18	15 Jul 03 TAG Special Mtg	Owner Clean up Rejection (O&M)	EPA			09 Sep 03 EPA Memo to TAG
19	12 Aug TAG Board Mtg	Berman-Crump Model transcript	EPA	7 Oct 03	pre 10/7/03	
20	12 Aug TAG Board Mtg	Duplicate Set of Monitoring Devices	EPA	18 Oct 03		
21	09 Sep TAG Board Mtg	Guidance for Appreciation for Alvin's Training	EPA	07 Oct 03	28 Oct 03	Letter sent to Alvin & his boss
22	09 Sep TAG Board Mtg	Ground and Surface Water Data	EPA	8 Oct 03		
23	09 Sep TAG Board Mtg	Worker Exposure Data from Fire Monitoring	EPA	11 Nov 03		
24	09 Dec TAG Board Mtg	Liability & Risk issues w/ Advocate Program	Wagner	6 Jan 04		
25	09 Dec TAG Board Mtg	Contact Board members re Attendance issues	Keck	6 Jan 04		